

# PERSONNEL MANAGEMENT CONSULTANT

**Sacramento, CA**

**\$51,850-\$64,812 Annual Plus Bonus Opportunities**

## **THE POSITION**

CPS is seeking a **Personnel Management Consultant** to perform a variety of human resources related functions for the Merit Systems Services and other HR related projects. The position acts as a team member on consulting projects and programs involving the application of specialist knowledge and skills. The incumbent will communicate with both current clients and potential clients to determine project needs; outline scope of work, project timelines, and cost estimates; and prepare proposals. The incumbent must be able to:

- Develop job bulletins and plan recruitment strategies for a variety of jobs.
- Construct all types of employment exams and rating guidelines.
- Prepare detailed narrative and technical reports and conduct classification and compensation studies.
- Compile and analyze information and make sound recommendations.
- Establish and maintain effective working relationships with clients, coworkers, applicants and others.
- Serve as an effective project manager on multiple projects.
- Monitor project budgets and prepare cost estimates.
- Work accurately and effectively amid multiple priorities and deadlines.
- Identify obstacles and problems as well as recommend and implement solutions.
- Communicate effectively, orally and in writing, with CPS Team members and client staff.
- Maintain strong customer focus at all times.

## **QUALIFICATIONS**

Any combination of education and experience that provides the desired competencies is qualifying.

**Education:** Bachelor's degree in Human Resource Management, I/O Psychology, Business, Public Administration or related field.

**Experience:** One year of professional experience in public sector human resources or personnel highly desired.

IPMA Certified Professional (IPMA-CP), Certified Specialist (IPMA-CS) or SHRM certification is highly desired.

## **SELECTION PROCESS**

Qualified candidates must complete the online application form at: [www.cps.ca.gov](http://www.cps.ca.gov). We request that you submit your resume during the online application process. Applications will be reviewed for related experiences, appropriate level, and education. Those most qualified may be invited to participate in an oral interview. The selected candidates must successfully complete a background check.

**FINAL FILING DATE** **Open Until Filled**



## **THE ORGANIZATION**

CPS is a self-supporting public agency providing a full range of human resource services to the public and nonprofit sectors. We have unique expertise in delivering HR management and consulting services, employment testing, assessment services, and applicant tracking software to government agencies throughout North America. We assist organizations across the talent management continuum in recruiting, selecting, and developing employees.

## **BENEFITS**

Our excellent benefits package includes; health, dental, vision, life, retirement (CalPERS), and many other competitive benefits.

## **CPS IS AN EQUAL OPPORTUNITY EMPLOYER**

To all, regardless of race, color, ancestry, religion, sex, national origin, marital status, age, sexual orientation, mental or physical disability, or perceived disability.



*Human Resource Services*

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